

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 4-13				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2021 Base Option Period Number 4			Title of Work Assignment/SF Site Name Clean Watersheds Needs Survey				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 07/01/2020 To 06/30/2021				
Comments: Work shall not start and cost cannot incur until July 1, 2020. On July 1, 2020, and in accordance with clause B.2 of the contract, immediate start is hereby approved for this work assignment. If the work plan is not approved within 30 calendar days after receipt of the work plan, the contractor shall stop work.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
07/01/2016 To 06/30/2021				0						
This Action:				2,800						
Total:				2,800						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name Joshua Klein						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-8616				
						FAX Number:				
Project Officer Name Tangela Cooper						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-566-0369				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Camille W. Davis						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2095				
						FAX Number: 513-487-2115				

PERFORMANCE WORK STATEMENT
CONTRACT: EP-C-16-003
WORK ASSIGNMENT 4-13

A. TITLE: Clean Watersheds Needs Survey Support (CWNS)

B. PERIOD OF PERFORMANCE: July 1, 2020 through June 30, 2021

C. WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):

Joshua Klein Phone: (202) 564-8616 Fax: (202) 501-2403 Klein.joshua@epa.gov	<u>USPS Mailing Address</u> State Revolving Fund Branch 1200 Pennsylvania Ave., NW Mail Code 4204M Washington, DC 20460	<u>Courier Address</u> William Jefferson Clinton East Building 1201 Constitution Ave., NW Room 7309J Washington, DC 20004
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EPA ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (ALTERNATE WACOR):

Frances Josephs Phone: (202) 564-9541 Fax: (202) 501-2403 Josephs.frances@epa.gov	<u>USPS Mailing Address</u> State Revolving Fund Branch 1200 Pennsylvania Ave., NW Mail Code 4204M Washington, DC 20460	<u>Courier Address</u> William Jefferson Clinton East Building 1201 Constitution Ave., NW Room 7309F Washington, DC 20004
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D. TASKS

Background:

The EPA, in partnership with states, territories and the District of Columbia, conducts the Clean Watersheds Needs Survey (CWNS) every four years. Congress requires the EPA to conduct the CWNS under sections 516(b)(1)(B) of the Clean Water Act (CWA). The CWNS is a comprehensive assessment of the capital costs (or needs) to meet the water quality goals of the CWA and address water quality and water quality related public health concerns. Every four years, the states and the EPA collect information about: publicly owned wastewater collection and treatment facilities; stormwater and combined sewer overflows control facilities; nonpoint source pollution control projects; and decentralized wastewater management. EPA collects information about these facilities and projects including: estimated needs to address water quality or water quality related public health problems; location and contact information for facilities and projects; facility populations served, flow, effluent, and unit process information; and nonpoint source pollution control best management practices. The EPA documents national and state needs in a Report to Congress used by Congress and state legislatures in their budgeting efforts. Additional background information is available at <https://www.epa.gov/cwns>.

This work assignment will provide technical and administrative contract support to plan for and undertake the next CWNS data collection (to be initiated in 2022), develop the 2022 CWNS Report to Congress and support its eventual public release. The contractor shall provide technical support to the EPA under the tasks described below.

The requirements include the collection of secondary environmental measurements; therefore, a Quality Assurance Project Plan (QAPP) is required.

Task 1. Support for planning for next CWNS data collection

The contractor shall support planning for the next CWNS by providing expert participation in discussions about CWNS eligibility, documentation rules, data entry requirements, data review, and data entry system requirements. This will include interaction with the IT system contractor on engineering/technical data needs and approaches during the development of the data entry portal.

Task 1 Deliverables:

1. Participation in and development of materials for the CWNS planning sessions as requested by the EPA.
2. Participation in and development of materials for the CWNS IT system development as requested by the EPA.

Task 2. Draft CWNS Information Collection Request (ICR)

The 2022 CWNS ICR is deemed a new data collection, as the previously approved ICR from 2012 CWNS expired without renewal. The EPA anticipates the Office of Management and Budget (OMB) will request multiple revisions to the submittal prior to approval. Consistent with the Paperwork Reduction Act and current Agency guidance on ICRs, the contractor shall draft a new CWNS ICR based on analysis of current scoping, and shall incorporate any revisions requested by OMB. This may include the contractor updating information collection activities and estimates of associated burden and cost and all necessary supporting statements and documentation. Work to complete this ICR will commence in late 2019 and is dependent on the outcome of Task 3.

Task 2 Deliverables:

1. Complete draft CWNS ICR for submittal to OMB for approval.
2. Draft revisions to the CWNS ICR in Microsoft Word with changed track via track changes within 5 business days.

Task 3. Analysis of CWNS Data Collection and Data Review Process

The contractor shall provide analysis of the potential impacts (e.g., time to complete review, data quality, burden on states, feasibility of implementation) of changing the data collection process for the next CWNS. The contractor shall review the previous process to ensure familiarity and recommend any necessary changes to the process such as simplifying cost models for certain types of facilities (versus complete data collection), updating cost models, and any other cost or level of effort reduction efforts. With input from the EPA, the contractor shall develop potential methodological options for revamping the CWNS data collection and data review process.

Task 3 Deliverables:

1. Discuss and review outputs of data collection and data review process with EPA as requested.
2. Review previous CWNS process to ensure familiarity and recommend in writing any necessary changes to the process.

Task 4. Participation in Work Group and Subcommittee meetings

The Contractor shall participate in calls with the Work Group and any Subcommittees. The contractor shall provide draft materials for discussion at the calls at the request of the EPA.

Workgroup calls will occur monthly for 1.5 hours. Subcommittee calls may occur bi-weekly for 1 to 1.5 hours. The EPA estimates the Work Group and Subcommittees will form in late 2019 and continue through the end of contract period. For planning purposes, the contractor should assume it will take notes and develop the minutes for each call.

Task 4 Deliverables:

1. Participation at each call.
2. As requested by the EPA, provide meeting materials 2 business days prior to call.

E. SCHEDULE OF BENCHMARKS & DELIVERABLES:

Task	Item	Deliverable	Draft Date	Final Date
Task 1	Support for planning for the next CWNS data collection	1. Participation in and development of materials for the CWNS planning sessions as requested by the EPA 2. Participation in and development of materials for the CWNS IT system development as requested by the EPA		Within 10 business days of direction from EPA
Task 2	Draft the CWNS Information Collection Request (ICR)	1. Complete the draft CWNS ICR for submittal to the OMB for approval. 2. Draft revisions to the CWNS ICR in Microsoft Word with changed track via track changes within 5 business days.	TBD	
Task 3	Analysis of CWNS Data Collection and Data Review Process	1. Review previous CWNS process to ensure familiarity and recommend in writing any necessary changes to the process.	TBD	
Task 4	Participation in Work Group and Subcommittee meetings	1. Participation at each call. 2. As requested by the EPA, provide meeting materials		Participation on calls: As scheduled by the EPA Meeting materials: 2 business days prior to call.

F. REPORTING

See contract clause F.2, F.3, and J.2 “List of Attachments, Number 2 - Reports of Work”.

G. TRAVEL

See contract clause H.34.

H. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as Contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency’s official representative.

The Contractor shall refer any questions relating to the interpretation of the EPA policy, guidance, or regulation to the WACOR.

I. CONFERENCE/MEETING GUIDELINES AND LIMITATIONS

The contractor shall immediately alert the EPA WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by the EPA,

specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

J. QUALITY ASSURANCE PROJECT PLAN (QAPP):

EPA requires that activities involving the collection, generation, evaluation, analysis or use of environmental data must be supported by an approved Quality Assurance Project Plan (QAPP) in place prior to the commencement of the work. Tasks 1-4 are continued work from WA 3-13. The prior QAPP may be updated and revised pursuant to this WA.

The Contractor must prepare a QAPP that describes specific QA strategies that will be used when performing environmental data operations to support the objectives of this work assignment. The QAPP must include all applicable elements specified in “EPA Requirements for Quality Assurance Project Plans” (EPA QA/R-5). The contractor may develop/update the QAPP incrementally, and the QA Coordinator will review and approve the QAPP section by section according to the optimum sequence for getting the data-related activities started. The contractor must submit the draft QAPP for a data-related activity at least 15 working days before the activity’s anticipated start-work date. Monthly progress reports should describe (a) the contractor’s progress on implementing the QAPP and resolving old data quality issues, and (b) any new issues.

Note: The Contractor shall notify the CO and EPA WACOR in writing when 75% of the authorized work assignment LOE/labor hours and cost have been expended.

Work Assignment Form. (WebForms v1.0)

PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 4-13

Amendment 1

TITLE: Clean Watersheds Needs Survey Support (CWNS)

WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):

Joshua Klein
U.S. Environmental Protection Agency
Office of Wastewater Management Water Permits Division
(4204M) Washington, DC 20460
W: 202-564-8616 F: 202-501-2403
Email: klein.joshua@epa.gov

**ALTERNATE WORK ASSIGNMENT CONTRACTING
OFFICER'S REPRESENTATIVE (AWACOR):**

Elisabeth Schlaudt ~~Frances Josephs~~
U.S. Environmental Protection Agency
Office of Wastewater Management Water Permits Division
(4204M) Washington, DC 20460
W: 202-564-8934 ~~202-564-9541~~ F: 202-501-2403
Email: ~~josephs.frances@epa.gov~~ schlaudt.elisabeth@epa.gov

PERIOD OF PERFORMANCE: July 1, 2020 through June 30, 2021

ESTIMATED LEVEL OF EFFORT: 2450

OBJECTIVE: The objective of this work assignment is to provide technical support to EPA in its efforts to communicate information and develop tools and guidance to help states implement water quality standards and TMDLs and other Clean Water Act requirements through the NPDES Program. The work will focus on the development of water-quality based permitting tools, guidance, whitepapers, case studies, outreach and communication documents, strategy documents and support the regulatory process to support the implementation of water quality standards, including how states are permitting for the effects of nutrient pollution. This work assignment will also provide support and technical assistance with EPA's efforts to help States use a variety of flexible approaches under the Clean Water Act to deal with water quality challenges in the NPDES program. These approaches may include, but are not limited to watershed-based permitting, adaptive management, integrated planning and water quality trading. The target audience is NPDES permit writers, state and regional water program managers and other key NPDES program

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 4-14				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2021 Base Option Period Number 4			Title of Work Assignment/SF Site Name eNOI				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 07/01/2020 To 06/30/2021				
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1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: Cost/Fee: LOE: 07/01/2016 To 06/30/2021										
This Action: 										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated: Cost/Fee LOE:										
Cumulative Approved: Cost/Fee LOE:										
Work Assignment Manager Name Jackie Clark <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-6582 FAX Number:			
Project Officer Name Tangela Cooper <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 202-566-0369 FAX Number:			
Other Agency Official Name Tammy Adams <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2030 FAX Number:			
Contracting Official Name Camille W. Davis <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2095 FAX Number: 513-487-2115			

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 4-14**

TITLE: Performance Measures Tracking, Data Analysis, and Operations and Maintenance of Electronic Notice of Intent (eNOI) System

WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):

Jacqueline M. Carroll Clark Phone: 202-564-6582 Fax: 202-564-9544 clark.jackie@epa.gov	<u>USPS Mailing Address</u> Mail Code 4203M 1200 Pennsylvania Ave Washington, D.C. 20460	<u>Courier Address</u> 1201 Constitution Ave Washington, D.C. 20004
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**ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S
REPRESENTATIVE (ALTERNATE WACOR):**

Elizabeth Eddy Phone: 202-564-4759 Fax: 202-564-9544 eddy.elizabeth@epa.gov	<u>USPS Mailing Address</u> Mail Code 4203M 1200 Pennsylvania Ave Washington, D.C. 20460	<u>Courier Address</u> 1201 Constitution Ave Washington, D.C. 20004
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PERIOD OF PERFORMANCE: July 1, 2020 through June 30, 2021

BACKGROUND: The Environmental Protection Agency (EPA) is responsible for development and implementation of the National Pollutant Discharge Elimination System (NPDES) permits program. This program regulates point source discharges of pollutants to surface waters of the United States. In most states and one territory, responsibility is held by authorized State and Territorial governments. EPA is the permitting authority in 3 states (Massachusetts, New Hampshire, and New Mexico), portions of the program in Idaho as it transitions to state authority, most U.S. territories, Indian Country, and for some federal facilities and other unique situations.

Permitting authorities issue individual and general permits for discharges to waters of the United States and these permits implement the requirements of the NPDES Program along with other applicable laws and regulations.

The Water Permits Division (WPD), within the Office of Wastewater Management (OWM), is responsible for implementation and oversight of the NPDES permits program. Some of WPD's

oversight functions include tracking the status of permits and developing management tools.

The NPDES Electronic Notice of Intent (eNOI) System is an online electronic permit application system that allows operators to apply for and terminate coverage under EPA NPDES general permits and submit other required reports. Historically, eNOI has supported the Construction General Permit (CGP), the Pesticides General Permit (PGP), the Multi-Sector General Permit (MSGP), and the Vessel General Permit (VGP), but currently only still supports the PGP.

Also, in 1998, the Office of the Inspector General (OIG) identified the backlog of NPDES permits as a management weakness. One of the key problems facing EPA was the lack of reliable information in its Permit Compliance System (PCS) on the numbers of facilities. Starting in late 1998, EPA began tracking the universe of individual permits and their status using PCS and continues to track permit status as part of its oversight activities. In 2013, the transition of all states to a new database, the Integrated Compliance Information System (ICIS-NPDES), was completed. However, because ICIS-NPDES still lacks a complete universe of permittees, particularly general permit covered facilities, and cannot easily identify tribal permits, the Water Permits Division maintains a separate list of tribal and general permits in a simple spreadsheet format that will continue to need periodic updates until this information is available in ICIS-NPDES.

Both eNOI and general permit data are made available through search tools on EPA's website that provide transparency to these data that may not be available in any other capacity on a nationwide basis.

Currently, EPA is also focusing on improving permit timeliness through Lean events and associated follow up, including data analyses and new performance measures examining the status and lead time for permit applications, NOIs, modifications, and certain steps in the permit issuance and review process.

EPA requests contractor support to help track and analyze the data used to characterize the health of the NPDES program, including but not limited to the management of eNOI, general and tribal permit data, and the associated public search tools, as described above.

PURPOSE AND OBJECTIVE: During the period of performance, the contractor, under this Work Assignment, shall provide services in the following areas:

- Use information provided by the WACOR and available online to update general and tribal permit information in Excel or other formats as determined by the WACOR
- Provide support related to permit status and oversight tracking activities
- Perform ad hoc data analyses
- Maintain eNOI Processing System
- Provide EPA, State and public access to permit documents submitted through eNOI
- Assist with Information and Data Requests related to eNOI or other NPDES data
- Maintain and, if necessary, develop and distribute training tools for EPA eNOI

- System Users
- Provide User Support (email and telephone) for the eNOI System
- Support paper processing of reports for entry into the eNOI System
- Maintain public search tools for eNOI

SCOPE OF WORK

TASK 1: Permit Data Tracking and Data Reports

Subtask 1.1 - General Permit Data

The contractor shall provide support on a semi-annual basis to ensure that EPA's NPDES general permit data are complete and accurate, based on the data from states and EPA Regions, as well as data from ICIS-NPDES provided by the WACOR and information available on state and EPA websites. The data to be updated shall include basic permit information, such as state, Region, NPDES ID, permit name, link to permit documents where available online and associated metadata, estimated number of facilities covered, permit status, permit dates (issuance, effective, expiration), permit category, tribal or non-tribal status, permitting authority, and other basic permit information specified by the WACOR.

Subtask 1.2 – Tribal Permit Data

The contractor shall provide updates to EPA's list of tribal NPDES permits with basic identifying and status information on an as needed basis using data provided by EPA Regions, the WACOR, and available online. For planning purposes, the Contractor shall assume up to two requests for updates to the tribal permit list.

Subtask 1.3 – National Permitting Oversight Policy Data

The contractor shall continue to develop and/or modify information management tools and processes to support permit status and oversight tracking as part of the NPDES framework under the National Permitting Oversight Policy (NPOP). The EPA WACOR will provide the contractor with any necessary background materials related to the policy and items to be tracked. Tasks to be performed by the contractor shall include:

- Continued development/modification of a process for analyzing ICIS-NPDES data for available state-specific information related to NPOP metrics
- Continued development/modification of a tracking tool to compile summary-level information from ICIS-NPDES and additional Region-provided data not available in ICIS-NPDES
- Continued development/modification of a format for finalized data and supporting materials for use in annual State/Region and Region/Headquarters meetings
- Continued development/modification of a tool to house information from these meetings, including a mechanism for tracking follow-up commitments

- Incorporation of WPD and Regional input on tool designs and standard meeting materials
- Drafting end of fiscal year reports for review by Regions and incorporation of edits from Regions as communicated by the WACOR
- Preparation for annual State/Region and Region/Headquarters meetings, potentially including continued development and maintenance of a master calendar of Region/state annual meetings; a process for planning, conducting, and following up the annual meetings, including sending out notifications; and preparation and distribution of meeting materials on a standardized schedule prior to the annual meetings.

Subtask 1.4 – Endangered Species Act Consultation Process Data

The contractor shall continue to modify an existing Excel spreadsheet tracking Endangered Species Act (ESA) consultation processes, as directed by the WACOR. The contractor shall update and add necessary formulas and features to ease use of the spreadsheet, increase the consistency of information entered through minimizing the ability to enter data in incorrect formats, and summarize all Regional data for easy viewing. The contractor shall also provide assistance on a quarterly basis to enter data from Regions, review data for completeness, provide status updates to the WACOR, and deliver the updated spreadsheet containing detailed and summary-level information to the WACOR.

Subtask 1.5 – Application Completeness Tracking

The contractor shall create a summary report of application completeness data received from the Regions. As needed on a quarterly basis, the contractor shall update the summary report based on Regional data that is collected. For planning purposes, the contractor shall assume up to four quarterly updates to the summary report, which would include data from 10 EPA Regions provided to the contractor by the WACOR.

Subtask 1.6 – Additional Ad Hoc Data Reporting

The contractor shall provide ad hoc reports related to permit status tracking (for example, numbers of “backlogged” permits and total permit universe numbers by state), as requested by the WACOR. The contractor shall also provide support related to additional ad hoc data analysis requests, as needed, including those related to the NPDES Lean effort. For planning purposes, the Contractor shall assume up to two ad hoc reports related to permit status tracking, and up to two additional data requests during the period of performance.

In developing tools and processes for tracking and analysis under all subtasks, the contractor shall strive to use simple and widely available information management software (e.g., Excel spreadsheets, SharePoint) and design processes that minimize burden to Regions and states. Needed data may change overtime, therefore the contractor shall also incorporate any changes to

the tracking and reporting mechanisms based on changes to metrics communicated by the WACOR. EPA also notes that support for edits to data within ICIS-NPDES itself is not required under this Task.

Deliverables: The contractor shall provide deliverables according to the schedule in the table below:

#	Subtask	Deliverables	Due Date
1	1.1	Semi-Annual updates to general permit data	Within 10 business days of request by WACOR
2	1.2	Ad hoc updates to tribal permit data	Within 5 business days of request by WACOR
3	1.3	Updates to standardized process to gather, edit, and share permit status and oversight data on an annual basis	Within 5 business days of request by WACOR
4	1.3	Updated version of tracking tool developed during Option Period 3 to track and display summary-level permit status and oversight-related data for ICIS and Region-provided data, incorporating EPA comments	Within 10 business days of request by WACOR
5	1.3	Updated version of a tool developed during Option Period 3 to track and display summary data from annual meetings, including a mechanism for tracking follow-up commitments, incorporating EPA comments	Within 10 business days of request by WACOR
6	1.3	A standardized data factsheet and agenda template for use at annual meetings	Within 5 business days of request by WACOR
7	1.4	Formatting and structural updates to the Excel spreadsheet to track and display ESA data, incorporating EPA comments	Within 10 business days of request by WACOR
8	1.4	Analysis of data completeness and entering of any necessary Regional data in the revised ESA tracking tool on a quarterly basis	Within 5 business days of request by WACOR
9	1.5	An initial summary report of application completeness data received from the Regions	Within 10 business days of request by WACOR
10	1.5	Updates to the application completeness summary report using Regional data	Within 5 business days of request by WACOR

11	1.6	Ad hoc reports for permit status tracking	Within 5 business days of request by WACOR
12	1.6	Ad hoc reports for additional unanticipated needs, such as those related to Lean efforts	Within 5 business days of request by WACOR

TASK 2: eNOI CUSTOMER SUPPORT AND PAPER PROCESSING

The contractor shall provide customer support for processing and submitting required reports into the eNOI system. The contractor shall also provide user support as described below for answering eNOI system-related and administrative questions from both the regulated and regulatory communities.

The contractor shall defer all regulatory and policy questions to the WACOR. The contractor shall keep the WACOR informed of the questions the contractor is addressing in a timely manner. The contractor shall also perform checks to meet a goal of entering all paper forms received into the electronic system within 3 business days of receipt (and no more than 5 business days during peak times) and checking for any data errors.

Customer and NOI Call Center Support

The contractor shall answer calls between 9:00am and 5:00pm EST, Monday through Friday. The contractor shall provide a messaging service for voicemails of calls received after 5:00pm EST, Monday through Friday or on weekends, as well as for calls made when all call center representatives are on the line and/or not able to pick up. The contractor shall return voicemails within 1 business day to the extent possible. The contractor shall customize voicemail messages at the WACOR's request to provide additional user guidance and/or to incorporate short term changes in processes and service.

Incoming and Outgoing Email Support

The contractor shall respond to emails within the order of receipt and within no more than 3 business days. The email and technical support provided by the contractor is regulatory, and all support information provided in email by the contractor shall come from approved support documentation developed by the contractor and approved by EPA.

Data Requests

The contractor shall ensure that NPDES permittee data is accessible to EPA Headquarters, EPA Regions, and states. Permittee data shall be available in both print and electronic form. The contractor shall respond to EPA Headquarters, EPA Regions, and states' data requests for NPDES permittee data, annual and ad hoc reports, and DMRs in a timely manner.

The contractor shall prepare and transmit NPDES permittee data in response to requests from the WACOR, which may be in response to Freedom of Information Act (FOIA) or other types of requests.

Paper NOI Processing

The contractor shall provide support to process and enter paper forms including NOIs, NOTs, and monitoring reports into the eNOI system. The contractor shall defer all regulatory or policy decision questions to the WACOR. The contractor shall keep the WACOR informed of the questions the contractor is addressing in a timely manner. The contractor shall also perform checks to ensure that all paper forms received have been entered into the electronic system within 3 business days of receipt (no more than 5 business days during peak times) and checking for any data errors.

QA/QC of Paper Processing Systems and Call Center

The contractor shall conduct Quality Assurance and Quality Control of the eNOI system and paper processing system. The eNOI and NOI processing QA/QC procedures are outlined in the QA/QC manual chapter, which entail running data validation reports to quickly identify and remedy any system-wide errors. The contractor shall develop and revise automated data validation queries to the system as needed. Automated data validation queries will verify data issues within the system. The contractor shall notify the WACOR immediately if data errors are identified and to correct the error. The contractor shall meet weekly to review any outstanding items in the NOI processing center and ensure that all paper processing is being completed on time and any forms or customer requests are discussed by the entire team and management to ensure that the service being provided is consistent and accurate.

Deliverables		Due Date
1	eNOI Data Requests	As specified in technical direction from WACOR
2	Ad hoc customer support for eNOI, including response to calls and emails, as well as processing of paper forms	Within 3 business days of receipt (no more than 5 business days during peak times)

TASK 3 - MAINTENANCE AND OPERATION OF eNOI SYSTEMS AND ADVANCED PUBLIC SEARCH TOOLS

Subtask 3.1 – eNOI System Maintenance and Operation

The contractor shall perform minimal application enhancements and maintenance to the 2016 Pesticide General Permit eNOI system consistent with EPA's National Computing Center (NCC) guidance and technical standards and its system requirements. The contractor development team shall communicate with the NOI Processing Center to identify inconsistencies in the functionality of the application and shall investigate each reported issue. The investigation of the

issue shall result in proper documentation, application testing in staging and/or production environments, code refactoring and an application release.

The contractor shall provide support for the maintenance of previous CGP, MSGP, PGP, and VGP applications and associated components in the eNOI legacy system and will notify the WACOR of any outstanding issues requires attention to address a system user need. The contractor shall take action to address any issue as requested by the WACOR. The contractor shall provide data and information on processes as necessary to support transition of PGP eNOI to EPA's Office of Enforcement and Compliance Assurance (OECA) electronic reporting tool.

The contractor shall report bugs to the WACOR within 1 business day of identification of a bug and shall provide technical feedback on the fixes in the issue tracking system.

Subtask 3.2 – Maintenance of Advanced Public Search Tools

The contractor shall continue basic maintenance of existing MSGP, PGP, CGP, VGP, and General Permit Web Inventory (GPWI) Advanced Public Search tools until otherwise instructed by the WACOR. The contractor shall notify the WACOR of any reported issues with any of these tools and take action to address these issues as requested by the WACOR. Any necessary modifications shall result in proper documentation, application testing in staging and/or production environments, code refactoring, and an application release, as appropriate. The contractor shall provide data and information on processes as necessary to support transition of the GPWI to EPA's existing eReporting dashboard and take any necessary steps to decommission GPWI.

Subtask 3.3 – Data Maintenance of EPA Permits in the eNOI System

The contractor shall perform data-related maintenance in the current eNOI system to ensure proper operation and functionality. This type of maintenance will resolve data inconsistencies or any type of issues in the database that affects proper operation of eNOI functionalities as reported by users. This also includes uploading any DMRs and Annual Reports into the Advanced Public Search tool.

Subtask 3.4 - Pesticide General Permit PGP Data Analysis

The contractor shall prepare a document summarizing data collected from the PGP Notice of Intent (NOI) and Annual Reports. The summary shall include but is not limited to the following: breakdown of the total number of new permittees; types of permittees; types of use patterns; number of pest management areas; number and size of treatment areas; and name, amount and EPA registration number of pesticides use. The contractor shall submit a draft compilation within 15 business days after technical direction from the WACOR and a final summary within 10 business days of WACOR comments on the draft summary.

#	Subtask	Deliverables	Due Date
1	3.1	eNOI System Updates	Within 15 business days of identification of a need for a system update.
2	3.1	System Bug Notification	Within 1 business day of identification of a new system bug affecting system performance
3	3.2	Advanced Public Search Tool Updates	Within 5 business days of request by WACOR
4	3.3	eNOI Data updates	Within 5 business days of
5	3.4	PGP Data Analysis	Draft report 15 business days after receipt of technical direction, final report 10 business days after any comments from WACOR

TASK 4: ENOI SYSTEM CENTER DOCUMENTATION

The EPA NOI Processing Center Operations Manual documents all NOI Processing Center functions. It provides detailed descriptions of how the NOI Processing Center receives, handles, and processes correspondence (letters and emails), maintains contact with permit applicants via the letters generated, and provides support through customer service. The original EPA NOI Processing Center Operations Manual was developed in 2003 and has been updated periodically since that time. The contractor shall update the manual, as necessary, to incorporate all aspects of the current eNOI system and shall include the most current forms and letters associated with the eNOI dataflow.

System Application/Data Maintenance Documentation

The contractor shall maintain the existing EPA NOI Processing Center Operations Handbook describing the business rules and functionality of all application systems. In addition, any new development and coding shall be documented in this handbook. Any updated eNOI system documentation should be completed within 10 business days after delivery of system maintenance releases. The contractor shall retain a copy of that documentation on-site and make available to the WACOR upon request. Based on any comments from the WACOR, the contractor shall revise this documentation within 5 business days after receipt of comments.

Public Search Documentation

The contractor shall maintain an up-to-date EPA NOI Processing Center Operations Handbook describing the business rules and functionality of the Advanced Public Search application for EPA general permits. In addition, any new development and coding should be documented in this manual.

The contractor shall maintain the existing EPA NOI Processing Center Operations Handbook documenting the business rules and current operational procedures for the PGP, CGP (and LEW), VGP, and MSGP (and NOE) Advanced Public Search, and General Permit Web Inventory development and maintenance releases that describes the functionality of the Public Search tool. Any updated eNOI system public search documentation should be completed within 10 business days after delivery of system maintenance releases. The contractor shall retain a copy of that documentation on-site and make available to the WACOR upon request. Based on any comments from the WACOR, the contractor shall revise this documentation within 10 business days after receipt of comments.

Deliverables		Due Date
1	Handbook Updates	Within 10 business days of system update and within 5 business days of any WACOR comments

QUALITY ASSURANCE STATEMENT

EPA requires that activities involve the collection, generation, evaluation, analysis or use of environmental data must be supported by an approved Quality Assurance Project Plan (QAPP) in place prior to the commencement of the work. A QAPP is not required for this work assignment.

CONTRACT PWS REFERENCE

- Task 1: 3.3 – Water Program Rulemaking and 3.5 – NPDES Permit Support
Task 2: 3.4 – Technical and Administrative Program Support and 6.2 – Provide Educational and Outreach Support
Task 3: 3.4 – Technical and Administrative Program Support and 3.5 – NPDES Permit Support, and 3.7 – Information Management
Task 4: Contract Sections: 3.4 – Technical and Administrative Program Support and 3.5 – NPDES Permit Support

ANTICIPATED TRAVEL REQUIREMENTS

All non-local travel shall be approved in advance by the Contract-Level Contracting Officer's Representative (CLCOR) and shall be in accordance with the Contract.

ADDITIONAL REQUIREMENTS:

Other direct costs (ODCs) for copying, postage/courier, supplies, computer usage, and graphics are allowed.

Upon issuance of written technical direction, the Contractor shall submit for inspection of all work in progress at any time under this work assignment. The Contractor shall develop and maintain files supporting each task.

The contractor shall contact the WACOR and/or the CLCOR by telephone to discuss any problems that may adversely affect the work on this Work Assignment. Within five (5) calendar days the contractor shall follow the phone call with a brief written explanation of the problem, including any actions already taken, and/or recommended solutions to correct the problem. Written explanation shall be made available to the WACOR and the CLCOR.

CONTRACTOR IDENTIFICATION

To avoid any perception that contractor personnel are EPA employees, the contractor shall assure that contractor personnel are clearly identified as independent contractors of EPA when attending meetings with outside parties or visiting field sites.

CONTROL REQUIREMENTS

Performance Requirements and Measurable Standards: This WA will be evaluated in accordance with the Quality Assurance Surveillance Plan in the contract award document.

Enforcement Sensitive Information:

The contractor recognizes that contractor employees in performing tasks specified by this WA may have access to data/information, either provided by the government or first generated during contract performance, of enforcement sensitive nature which should not be released to the public without Environmental Protection Agency (EPA) approval. Enforcement sensitive refers to records or information compiled for law enforcement purposes (whether administrative, civil or criminal), the disclosure of which could reasonably be expected to interfere with the enforcement action. It is imperative that all contractor personnel, including but not limited to, subcontractor and consultant personnel assigned to work on this contract and/or WA, or with access to materials developed pursuant to such efforts, understand that this information is confidential, and any disclosure or misuse of the information may result in prosecution to the fullest extent of the law. All contractor personnel are expected to exercise due diligence in safeguarding, handling or disposing of any such information.

Project Employee Confidentiality Agreement

The contractor agrees that the contractor employee shall not disclose, either in whole or in part, to any entity external to the EPA, the Department of Justice, or the contractor, any information or data (as defined in FAR Section 27.401) provided by the government or first generated by the contractor under this contract, any site-specific cost information, or any enforcement strategy without first obtaining the written permission of the EPA WACOR. If a contractor, through an employee or otherwise, is subpoenaed to testify or produce documents, which could result in

such disclosure, the contractor must provide immediate advance notification to the EPA so that the EPA can take action to prevent such disclosure. Such agreements shall be effective for the life and for a period of five (5) years after completion of the contract.

Conference/Meeting Guidelines and Limitations

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Note: The Contractor shall notify the CO and WACOR in writing when 75% of the authorized work assignment LOE/labor hours and cost have been expended

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment </div> <div style="text-align: right;"> Work Assignment Number 4-16 <input type="checkbox"/> Other <input type="checkbox"/> Amendment Number: </div> </div>										
Contract Number EP-C-16-003		Contract Period 07/01/2016 To 06/30/2021 Base Option Period Number 4		Title of Work Assignment/SF Site Name NPDES Permit Reviews						
Contractor EASTERN RESEARCH GROUP, INC.			Specify Section and paragraph of Contract SOW See PWS							
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval			Period of Performance From 07/01/2020 To 06/30/2021							
Comments: Work shall not start and cost cannot incur until July 1, 2020. On July 1, 2020, and in accordance with clause B.2 of the contract, immediate start is hereby approved for this work assignment. If the work plan is not approved within 30 calendar days after receipt of the work plan, the contractor shall stop work.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 07/01/2016 To 06/30/2021		Cost/Fee:		LOE: 0						
This Action:				2,330						
Total:				2,330						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:			Cost/Fee			LOE:				
Cumulative Approved:			Cost/Fee			LOE:				
Work Assignment Manager Name Elizabeth Eddy						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-4759				
						FAX Number:				
Project Officer Name Tangela Cooper						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-566-0369				
						FAX Number:				
Other Agency Official Name Tammy Adams						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2030				
						FAX Number:				
Contracting Official Name Camille W. Davis						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2095				
						FAX Number: 513-487-2115				

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 4-16**

Title: Technical Support for National Pollutant Discharge Elimination System (NPDES) Permit Reviews and Program Oversight

Work Assignment Contracting Officer's Representative (WACOR):

Elizabeth Eddy Phone: (202) 564-4759 Fax (202) 564-9544 eddy.elizabeth@epa.gov	<u>USPS Mailing Address</u> Water Permits Division 1200 Pennsylvania Ave., NW Mail Code 4203M Washington, DC 20460	<u>Courier Address</u> EPA East Building 1201 Constitution Ave., NW Room 7135G Washington, DC 20004
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Alternate Work Assignment Contracting Officer's Representative (AWACOR):

Susanna Bains Phone: (202) 564-2047 Fax (202) 564-9544 bains.susanna@epa.gov	<u>USPS Mailing Address</u> Water Permits Division 1200 Pennsylvania Ave., NW Mail Code 4203M Washington, DC 20460	<u>Courier Address</u> EPA East Building 1201 Constitution Ave., NW Room 7135M Washington, DC 20004
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Period of Performance: July 1, 2020 through June 30, 2021

Level of Effort: EPA estimates 2,330 hours will be required to support the activities outlined below.

Background: An important component of a healthy National Pollutant Discharge Elimination System (NPDES) program is permit quality. Real Time Reviews (RTRs) and Program and Permit Quality Reviews (PQRs) allow permitting authorities (during both issuance and oversight processes, respectively) to obtain information about the functioning of various aspects of the program and its potential to maintain and improve water quality. Through these review mechanisms, EPA promotes national consistency and identifies successes in implementation of the base NPDES program, as well as opportunities for improvement in the development of NPDES permits. The findings of the reviews may be used to identify areas for training or guidance and to identify or assist States and Regions in determining any needed actions to improve their NPDES permits and permitting programs.

To promote quality permits and permitting programs, the Water Permits Division (WPD) also aids in communication between permitting authorities in order for permitting authorities to share resources among each other and resolve common issues. These efforts are conducted through the development and implementation of a NPDES Permit Writers' Clearinghouse, as well as national meeting, as needed.

Scope of Work: This work assignment provides support to WPD to implement permitting oversight through quality review processes, including review of permits and program performance, developing and finalizing tools to ensure continual improvement of the NPDES

permitting program, and aiding permitting authorities with communicating their permitting practices with each other. The Contractor shall provide technical support to EPA for the tasks described below. Support under the work assignment may require the Contractor to perform on a rapid response, quick turn-around basis.

Task 1: Technical and Administrative Support for Implementing PQRs

The contractor shall support the implementation of:

- Up to thirteen (13) Region-led PQRs during the period of performance, some of which may have been partially conducted during the prior option period and some of which may only be partially conducted during the current option period;
- Two (2) headquarters-led PQRs of Region-issued permits;
- Final formatting and copy review of up to eight (8) reports completed by EPA regional offices.

Implementation of these reviews include planning and coordination with EPA headquarters and EPA regional staff, and review of permits in accordance with existing SOPs, consisting of both a comprehensive program review and topic specific reviews. Task 1 should be supported by staff with at least 10 years of experience writing and/or reviewing NPDES permits; alternate experience may be substituted at the discretion of the EPA work assignment manager.

PQR Topic/Types to be conducted during this performance period, as well as Schedule, are subject to change via written technical direction from the WACOR. The tentative schedule for upcoming PQRs is as follows

PQR No.	PQR Topic/Type	Schedule (tentative)
1	Regional PQR (Region 1): Rhode Island	Summer 2019
2	Regional PQR (Region 6): Oklahoma	Summer 2019
3	Regional PQR (Region 5): Wisconsin	Summer 2019
4	Regional PQR (Region 3): West Virginia	Summer 2019
5	Regional PQR (Region 10): Oregon	Summer 2019
6	Regional PQR (Region 6): Arkansas	Summer 2019
7	Regional PQR (Region 8): Wyoming	Fall/Winter 2019/2020
8	Regional PQR (Region 5): Minnesota	Fall/Winter 2019/2020
9	Regional PQR (Region 10): Washington	Fall/Winter 2019/2020
10	Regional PQR (Region 1): Vermont	Spring 2020
11	Regional PQR (Region 3): Virginia	Spring 2020
12	Regional PQR (Region 6): Texas	Spring 2020
13	Regional PQR (Region 8): Utah	Spring 2020
14	HQ PQR: New Mexico	Summer/Fall 2019
15	HQ PQR: Puerto Rico	Winter/Spring 2020

Reviews shall include the collection of permits and fact sheets from permitting authorities identified by regional staff, state materials, regulations, and policies, as appropriate, and phone interviews and email communications with personnel in EPA's regional offices, as needed. PQRs are conducted using the Standard Operating Procedures and tools currently posted on EPA's NPDES website: <https://www.epa.gov/npdes/npdes-permit-quality-review-standard-operating-procedures>

The contractor shall support WPD in conducting site visits for up to thirteen Region-led reviews and two HQ-led reviews. Each PQR will consist of approximately 10 permits from the states or regions listed above. The details of the number of site visits and permits reviewed may be adjusted by the WACOR based on the unique characteristics of each state and region. Typically, contractor staff review no more than six permits per PQR.

The contractor shall review materials prior to any site visits, discuss preliminary review findings with EPA, and participate in site visits to regional and state offices. Site visits involve reviewing permit files and administrative records for core review permits, assisting EPA in interviewing permit writers and understanding the complete permit writing process within the State or Region.

In cases where site-visits for a PQR would not be practicable, as determined on a case-by-case basis, the entire review process may be conducted remotely. For remote PQRs, the contractor shall conduct a remote desktop review of all materials that would have been reviewed as part of the site visit, to the extent these records are electronically available. The contractor shall also participate via video or teleconference all interviews and other meetings with the permitting authority that would take the place of the on-site interviews and meetings.

The contractor shall develop a draft report providing a comprehensive summary of findings and recommendations from the core reviews following the site visits, including draft recommendations for improving quality of permits within specific regions and/or permitting authorities, using the report template developed by EPA (available with the SOP documents referenced above). Examples of complete reports can be found online at <https://www.epa.gov/npdes/regional-and-state-npdes-pqr-reports>. For reviews supported by the contractor, the contractor typically drafts the background sections and the Core Review Findings section, and the appropriately associated portions of the Action Items section. For headquarters-led PQRs, EPA may request additional permit reviews and drafting of report language for other sections of the report such as the national topic areas. On rare occasions, EPA may request the contractor perform similar additional reviews and develop report language for Region-led reviews.

The contractor shall edit and finalize reports after they have undergone reviews by EPA headquarters, regions and states. This includes assisting EPA in finalizing reports for regions previously conducted in addition to developing and finalizing reports for the upcoming reviews. This may include assistance with formatting drafts and using the Word template.

Task 1 Deliverables: The contractor shall provide draft reports 30 days after PQR site visit is completed. EPA will review draft reports and provide comments back to contractor within 30

days of receipt of draft report. The contractor shall provide the final draft report within 7 business days after receipt of EPA comments.

Task 2: Develop PQR Tools

The contractor shall assist in the development and/or updating of tools to support the FY18-22 PQR cycle. This may include formatting draft documents or editing existing documents to reflect process changes that will be implemented.

Task 2 should be supported by staff experienced in both writing and/or reviewing NPDES permits and developing standard evaluation tools. Additional support will be needed from staff with experience creating and formatting documents such as checklists, standard operating procedure manuals, and report templates in both Word and PDF formats. Ideally, one staff member supporting this task should have direct experience using existing PQR tools.

Task 2 Deliverables: The contractor shall provide draft tools/summaries within 10 business days after WACOR request for draft PQR tools through written technical directives. EPA will review draft documents and provide comments back to contractor within 30 days of receipt of draft documents. Final tools/summaries are due 7 business days from receipt of EPA comments. Final documents should be provided in both Word and PDF formats. Final PQR tools that will be posted online must be compliant with Section 508 of the Rehabilitation Act of 1973 (as amended) (29 USC § 794d).

Task 3: Technical and Administrative Support for Implementing RTRs

The contractor shall support WPD with review of up to twenty (20) draft permits for RTRs.

Implementation of these reviews include review of permits and supporting documents in accordance with guidance provided by WACOR and in alignment with SOPs or other tools to be developed through Task 4. The reviews shall address any regulatory deficiencies present in the draft permits, and will specifically focus on the appropriateness of RP analysis, limit development, and proposed permit conditions. The reviews may also include phone interviews and email communications with personnel in EPA's regional offices, such as the permit writer, as needed.

Task 3 should be supported by staff with at least 10 years of experience writing and/or reviewing NPDES permits; alternate experience may be substituted at the discretion of the EPA work assignment manager.

Task 3 Deliverables: The contractor shall provide comments and recommendations from the review within 10 business day from receipt of technical direction.

Task 4: Develop RTR Tools

The contractor shall assist in the development and/or updating of tools to support RTRs of draft permits. This may include formatting draft documents or editing existing documents to reflect process changes that will be implemented.

Task 4 should be supported by staff experienced in both writing and/or reviewing NPDES permits and developing standard evaluation tools. Additional support will be needed from staff with experience creating and formatting documents such as checklists, standard operating procedure manuals, and other templates as needed in both Word and PDF formats.

Task 4 Deliverables: The contractor shall provide draft tools within 10 business days after WACOR request for draft RTR tools through written technical direction. EPA will review draft documents and provide comments back to contractor within 30 days of receipt of draft documents. Final tools, or any additional revisions, are due 7 business days from receipt of EPA comments. Final documents should be provided in both Word and PDF formats. If the WACOR determines that final RTR tools will be posted online, they must be compliant with Section 508 of the Rehabilitation Act of 1973 (as amended) (29 USC § 794d).

Task 5: Manage NPDES Permit Writers' Clearinghouse

The contractor shall continue to support the management of an NPDES Permit Writers' Clearinghouse. The Clearinghouse will include materials for permit writers such as state permit and factsheet templates, information on water quality standards and Total Maximum Daily Load (TMDLs), water quality models, and more. Ongoing work in this option period for the clearinghouse includes:

1. Identify and import EPA materials. Identify new national or Regional EPA materials, as necessary. As EPA approves materials for posting, the contractor shall upload these links to the Clearinghouse, tagging them appropriately.
2. Support States in uploading materials. As states begin to upload their documents, the contractor shall support them, as requested by EPA via written technical direction, in troubleshooting the uploading process, supporting batch uploads of documents, and identifying which materials are appropriate for inclusion in the Clearinghouse.
3. Develop Standard Operating Procedures (SOPs) for the Clearinghouse. Continue to develop SOP document for states to consult when uploading documents. This will include many topics identified during the initial testing phase, as well as any additional topics that arise. This may include instructions on how to tag documents, definitions of those tags, and other areas of ambiguity.

Task 5 Deliverables: The contractor shall upload documents to the Clearinghouse within 1 week of receiving technical direction from the WACOR. Responses/acknowledgement of state questions shall be addressed within 48 business hours. SOPs shall be revised within 1 week from receipt of comments from WACOR, or monthly as necessary.

CONTROL REQUIREMENTS

Quality Assurance Statement

EPA requires that activities involve the collection, generation, evaluation, analysis or use of

environmental data must be supported by an approved Quality Assurance Project Plan (QAPP) in place prior to the commencement of the work. A QAPP is not required for this work assignment.

Enforcement Sensitive Information

The contractor recognizes that contractor employees in performing tasks specified by this WA may have access to data/information, either provided by the government or first generated during contract performance, of enforcement sensitive nature which should not be released to the public without Environmental Protection Agency (EPA) approval. Enforcement sensitive refers to records or information compiled for law enforcement purposes (whether administrative, civil or criminal), the disclosure of which could reasonably be expected to interfere with the enforcement action. It is imperative that all contractor personnel, including but not limited to, subcontractor and consultant personnel assigned to work on this contract and/or WA, or with access to materials developed pursuant to such efforts, understand that this information is confidential and any disclosure or misuse of the information may result in prosecution to the fullest extent of the law. All contractor personnel are expected to exercise due diligence in safeguarding, handling or disposing of any such information.

Project Employee Confidentiality Agreement

The contractor agrees that the contractor employee will not disclose, either in whole or in part, to any entity external to the EPA, the Department of Justice, or the contractor, any information or data (as defined in FAR Section 27.401) provided by the government or first generated by the contractor under this contract, any site-specific cost information, or any enforcement strategy without first obtaining the written permission of the EPA CL-COR. If a contractor, through an employee or otherwise, is subpoenaed to testify or produce documents, which could result in such disclosure, the contractor must provide immediate advance notification to the EPA so that the EPA can take action to prevent such disclosure. Such agreements shall be effective for the life and for a period of five (5) years after completion of the contract.

Conference/Meeting Guidelines and Limitations

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Performance Requirements and Measurable Standards

This WA will be evaluated in accordance with the Quality Assurance Surveillance Plan in the contract award document.

ADDITIONAL REQUIREMENTS

Other Direct Costs

Other direct costs (ODCs) for copying, postage/courier, supplies, computer usage, and graphics

are allowed.

Reporting and Deliverables

Progress Reports shall be submitted in accordance with the reporting requirements of the contract. In addition, the contractor shall maintain contact with the WACOR to advise the WACOR of progress and problems. All documents shall be delivered in Word, Excel, HTML, and/or PDF format, as requested by the WACOR. The contractor shall notify the CO and WACOR immediately when expenditures of 75% and 90% of the work assignment LOE or funding (including pipeline costs) are reached.

Upon issuance of written technical direction, the Contractor shall submit for inspection all work in progress at any time under this work assignment. The Contractor shall develop and maintain files supporting each task.

The contractor shall contact the WACOR/CL-CCOR by telephone to discuss any problems that may adversely affect the work on this Work Assignment. Within five (5) calendar days the contractor shall follow the phone call with a brief written explanation of the problem, including any actions already taken, and/or recommended solutions to correct the problem. Written explanation shall be made available to the WACOR and CL-COR.

Travel

This work assignment requires domestic travel to regional and/or state offices under this scope of Task 1 to support information collection activities. For purposes of costing, assume one person, for a duration of 3 days and 2 nights, for each of the reviews, and assume travel is to state capitals for region-led reviews. Additional local travel may be expected under this work assignment. All travel other than local travel shall be approved in advance by the Contract Level Contracting Officers Representative and shall be in accordance with the contract.

Contractor Identification

To avoid any perception that contractor personnel are EPA employees, the contractor shall assure that contractor personnel are clearly identified as independent contractors of EPA when attending meetings with outside parties or visiting field sites.

Work Assignment Form. (WebForms v1.0)

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 4-16
Amendment 1**

Title: Technical Support for National Pollutant Discharge Elimination System (NPDES) Permit Reviews and Program Oversight

Work Assignment Contracting Officer's Representative (WACOR):

Elizabeth Eddy Phone: (202) 564-4759 Fax (202) 564-9544 eddy.elizabeth@epa.gov	<u>USPS Mailing Address</u> Water Permits Division 1200 Pennsylvania Ave., NW Mail Code 4203M Washington, DC 20460	<u>Courier Address</u> EPA East Building 1201 Constitution Ave., NW Room 7135G Washington, DC 20004
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Alternate Work Assignment Contracting Officer's Representative (AWACOR):

Ross Brennan Phone: (202) 564-3248 Fax (202) 564-9544 brennan.ross@epa.gov	<u>USPS Mailing Address</u> Water Permits Division 1200 Pennsylvania Ave., NW Mail Code 4203M Washington, DC 20460	<u>Courier Address</u> EPA East Building 1201 Constitution Ave., NW Room 7135M Washington, DC 20004
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EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 4-16				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2021 Base Option Period Number 4			Title of Work Assignment/SF Site Name NPDES Permit Reviews				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 07/01/2020 To 06/30/2021					
Comments: EPA does not anticipate an increase in LoE hours or costs for Amendment 2 as it simply moves 75 LoE hours from existing Task 3 to new Task 6.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:			LOE:					
07/01/2016 To 06/30/2021										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name Elizabeth Eddy							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-4759			
							FAX Number:			
Project Officer Name Tangela Cooper							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-566-0369			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name Camille W. Davis							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2095			
							FAX Number: 513-487-2115			

PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 4-16
Amendment 0002

Amended Level of Effort: EPA estimates 0 additional hours and dollars will be required to support the activities outlined in Amendment 0002. Existing hours in the work assignment can be reassigned to accommodate new tasks.

Task 2: Develop PQR Tools

The contractor shall assist in the development and/or updating of tools to support the FY18-22 PQR cycle. This may include formatting draft documents or editing existing documents to reflect process changes.

The contractor shall also assist in the development of tools and templates to support the FY23-27 PQR cycle. This may include developing new documents or editing existing documents to improve the PQR process and reflect process changes, such as implementation of the National Permitting Oversight Policy (NPOP). This may also include outreach and engagement with Regions and Subject Matter Experts, and participating in EPA workgroups, to work collaboratively on developing the tools and templates for the FY23-27 PQR cycle.

Task 2 should be supported by staff experienced in writing and/or reviewing NPDES permits and developing standard evaluation tools. Additional support will be needed from staff with experience creating and formatting documents such as checklists, standard operating procedure manuals, and report templates in both Word and PDF formats. Ideally, one staff member supporting this task should have direct experience using existing PQR tools.

Task 2 Deliverables: Unless directed otherwise, the contractor shall provide draft tools/summaries within 10 business days after WACOR request for draft PQR tools through written technical directives. EPA will review draft documents and provide comments back to contractor within 30 days of receipt of draft documents. Final tools/summaries are due 7 business days from receipt of EPA comments. Final documents should be provided in both Word and PDF formats. Final PQR tools that will be posted online must be compliant with Section 508 of the Rehabilitation Act of 1973 (as amended) (29 USC § 794d).

Task 3: Technical and Administrative Support for Implementing RTRs

The contractor shall support WPD efforts to conduct real-time review of up to four (4) draft permits prepared by the Regions in their Direct Implementation (DI) capacities.

These reviews include review of permits and supporting documents in accordance with guidance provided by WACOR and in alignment with SOPs or other tools to be developed through Task 4. The reviews shall address any regulatory deficiencies present in the draft permits, and will specifically focus on the appropriateness of RP analysis, limit development, and proposed permit conditions. The reviews may also include phone interviews and email communications with personnel in EPA's regional offices, such as the permit writer, as needed.

Task 3 should be supported by staff with at least 10 years of experience writing and/or reviewing NPDES permits; alternate experience may be substituted at the discretion of the EPA work assignment manager.

Task 3 Deliverables: The contractor shall provide comments and recommendations from the review within 10 business days from receipt of technical direction.

Task 5: Provide Support for NPDES Permit Writers' Clearinghouse

The contractor shall continue to support the management of an NPDES Permit Writers' Clearinghouse. The Clearinghouse will include materials for permit writers such as state permit and factsheet templates, information on water quality standards and Total Maximum Daily Load (TMDLs), water quality models, and more. Ongoing work in this option period for the clearinghouse includes:

1. Identify and import EPA and State materials. Identify new national or Regional EPA materials, as well as State materials, as necessary. As EPA approves materials for posting, the contractor shall upload these links to the Clearinghouse, tagging them appropriately.
2. Support States and Regions in uploading materials. As states and Regions begin to upload their documents, the contractor shall support them, as requested by EPA via written technical direction, in troubleshooting the uploading process, supporting batch uploads of documents, and identifying which materials are appropriate for inclusion in the Clearinghouse. As directed, the contractor shall develop and populate tools for tracking the resources submitted to the Clearinghouse.
3. Develop Standard Operating Procedures (SOPs) and other guidance for the Clearinghouse. Continue to develop SOP document for states to consult when uploading documents. This will include many topics identified during the initial testing phase, as well as any additional topics that arise. This may include instructions on how to tag documents, definitions of those tags, and other areas of ambiguity. As necessary, the contractor shall draft other communication and outreach documents as well as provide recommended revisions to the user interface (including FAQs) of the Clearinghouse site itself.

Task 5 Deliverables: The contractor shall upload documents to the Clearinghouse within 1 week of receiving technical direction from the WACOR. Responses/acknowledgement of state questions shall be addressed within 48 business hours. SOPs shall be revised within 1 week from receipt of comments from WACOR, or monthly as necessary.

Task 6: National Trend Analysis of PQRs

The contractor shall begin to draft a national trend analysis of the NPDES program based on published PQR reports from the FY18-22 PQR cycle. This shall include the development of draft tools for conducting a national trend analysis and draft outline or template for the national trend analysis report.

The trend analysis should summarize findings from published PQR reports, including all background, core review, and national/regional topic areas. Completed questionnaires and review checklists, where available, should also be reviewed for the national trend analysis in cases where those materials provide additional information not found in the PQR reports.

Task 6 should be supported by staff with at least 10 years of experience writing and/or reviewing NPDES permits; alternate experience may be substituted at the discretion of the EPA work assignment manager.

Task 6 Deliverables: The contractor shall provide draft tools, templates, or reports within 30 days of receiving technical direction from EPA. EPA will review draft materials and provide comments back to contractor within 30 days of receipt of draft materials. The contractor shall provide additional revisions or the final draft materials within 7 business days after receipt of EPA comments.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 4-17								
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-C-16-003	Contract Period 07/01/2016 To 06/30/2021 Base Option Period Number 4	Title of Work Assignment/SF Site Name Support NPDES								
Contractor EASTERN RESEARCH GROUP, INC.		Specify Section and paragraph of Contract SOW See PWS								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 07/01/2020 To 06/30/2021								
Comments: Work shall not start and cost cannot incur until July 1, 2020. On July 1, 2020, and in accordance with clause B.2 of the contract, immediate start is hereby approved for this work assignment. If the work plan is not approved within 30 calendar days after receipt of the work plan, the contractor shall stop work.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
07/01/2016 To 06/30/2021				0						
This Action:				2,790						
Total:				2,790						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name Jennifer Molloy						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-1939				
						FAX Number:				
Project Officer Name Tangela Cooper						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-566-0369				
						FAX Number:				
Other Agency Official Name Tammy Adams						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2030				
						FAX Number:				
Contracting Official Name Camille W. Davis						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2095				
						FAX Number: 513-487-2115				

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 4-17**

Title: Support National Pollutant Discharge Elimination System (NPDES) Areas: Aquaculture, Pesticide General Permit, Clean Water Act (CWA) §401, Animal Agriculture and Direct Hydrologic Connections

Work Assignment Contracting Officer's Representative (WACOR)

Jennifer Molloy (4203M)
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Alternative Work Assignment Contracting Officer's Representative

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Period of Performance: July 1, 2020 through June 30, 2021

Estimated Level of Effort (LOE): 2790 hours

Background Information: This work assignment covers five separate NPDES program areas plus administrative tasks.

Administration. This includes project management tasks. (Task 1)

Aquaculture. Within the general area of aquaculture, the NPDES program issues permits for a variety of systems that culture or husband marine and freshwater animals, and occasionally plants. The Water Permits Division (WPD) participates in the efforts of the National Science and Technology Committee, Subcommittee on Aquaculture and other federal interagency work groups. (Tasks 2-5)

Pesticide General Permit. The NPDES permitting program regulates discharges from pesticide applications consistent with section 402 of the Clean Water Act (CWA). Point source discharges of biological pesticides and chemical pesticides that leave a residue into waters of the U.S. are required to comply with NPDES requirements. The Environmental Protection Agency (EPA) and the states issue Pesticide General Permits (PGPs) to offer coverage for pesticide operators. EPA's 2016 PGP is effective through midnight October 31, 2021. WPD is currently developing the 2021 PGP. The EPA plans to public notice the draft 2021 PGP by August 2020 and to issue the final 2021 PGP by April 2021. (Task 6)

Clean Water Act Section 401. Under Section 401 of the Clean Water Act, a federal agency may not issue a permit or license to conduct any activity that may result in any discharge into waters of the United States unless a state or authorized tribe where the discharge would originate issues a Section 401 water quality certification verifying compliance with existing water quality requirements, or waives the certification requirement. The EPA anticipates rule-making activities during this option period to update the regulations on water quality certification. (Task 7)

Animal Agriculture. The NPDES Concentrated Animal Feeding Operation (CAFO) program currently implements measures to prevent and abate pollutant discharges from animal agriculture activities. The Environmental Protection Agency (EPA) continues to support State and EPA permitting programs, exploring solid science and technology-based options for more effective management of manure and other Animal Feeding Operation (AFO) pollutants, and harnessing partnerships to improve awareness and encourage voluntary adoption of more effective water quality measures. (Tasks 8-9)

Direct Hydrologic Connections. On April 12, 2019 the EPA issued an Interpretive Statement *Application of the Clean Water Act National Pollutant Discharge Elimination System Program to Releases of Pollutants from a Point Source to Groundwater*. On November 6, 2019 the U.S. Supreme Court heard arguments on *County of Maui, Hawaii v. Hawaii Wildlife Fund, et al* (18-260). The Agency is currently awaiting a decision on that case. It is likely that the NPDES program will need to undertake follow-up actions as a result of that decision. (Task 10)

Scope of Work: The administrative and technical tasks provided by the contractor under this work assignment shall support EPA's implementation of all areas noted above. The contractor will not be involved in Agency policy- or decision-making. More specific details concerning the tasks outlined below shall be provided to the contractor through written technical directives from the WACOR in accordance with the technical direction clause of the contract. Based on evolving program priorities, LOE among tasks in this work assignment may be reallocated during the Option Period, in consultation with the contractor.

Task 1. Project Management

The contractor shall provide the necessary oversight, management and cost controls to implement the tasks in this work assignment, including the development of monthly invoices with the necessary break-downs to track costs per task. The contractor shall have calls approximately bi-monthly with the WACOR in order to discuss ongoing and planned work, or as needed. The contractor shall update the Quality Assurance Program Plan (QAPP) developed in the Base Period, WA 0-17 to incorporate new and revised tasks.

Deliverables and Schedule: Regular and ongoing communication. Monthly invoices. Updated QAPP. Other possible administrative tasks as outlined in the contract and those mutually agreed upon by WACOR and contractor.

Task 2. Support Development of NPDES Aquaculture Permits issued by EPA

Preventing and eliminating EPA permit backlogs is a high priority for EPA, and there are elements of certain new issuance and reissuance processes where contractor assistance will expedite finalization of selected permits. Tasks will be permit-specific and will be identified as EPA Regions identify permits for which they need assistance. Permits that fall into this category include the following:

- a. EPA develops NPDES permits for off-shore aquaculture net pen/cage operations in federal waters. This process involves coordinated NEPA assessments with the Corps of Engineers and National Marine Fisheries Service, development of appropriate permit provisions per CWA §§ 402 and 403, fact sheet language, an administrative record, a biological evaluation per the Endangered Species Act, response to comments, and public hearings. In the Gulf of Mexico, this also involves coordination with other federal agencies per the 2017 *MOU for Permitting Offshore Aquaculture Activities in Federal Waters of the Gulf of Mexico*. EPA Regions 1, 4 and 9 are currently in the pre-application stage or permit development stage for individual permits for net pen systems. EPA Region 10 is currently in the permit development stage for a general permit for net pen systems. Under this task the contractor shall provide targeted support to these permitting processes, for relevant tasks as determined by the Regional permit writers and communicated by the EPA WACOR.
- b. EPA develops NPDES permits for fish hatcheries and other aquaculture operations on tribal lands, for federal facilities and in unauthorized states. This process includes reasonable potential analysis, Water Quality Based Effluent Limit (WQBEL) development and other standard NPDES elements (see tasks listed in *a*). Under this task the contractor shall provide targeted support to these permitting processes, for relevant tasks as determined by the Regional permit writers and communicated by the EPA WACOR.

Deliverables and Schedule: As permitting actions are identified, the WACOR will set up kick-off call(s) with the relevant Regional permitting staff. Specific tasks will be identified at that time. For purposes of work plan development assume 280 hours for this task.

Task 3. Support NEPA Assessment Protocols for Off-Shore Aquaculture

EPA develops NPDES permits for off-shore aquaculture operations in federal waters. This process involves coordinated National Environmental Policy Act (NEPA) assessments with the Corps of Engineers (as a coordinating agency) and National Marine Fisheries Service. To date there are several proposed and/or pending net pen/cage systems proposed for off-shore (federal) waters that will require NEPA assessments. During the prior Option Period the contractor developed a white paper on elements of a NEPA assessment for marine net pen operations. During this Option Period the contractor shall provide support to EPA (in conjunction with other federal agencies, in the case of coordinated NEPA processes) to develop protocols for NEPA assessments for marine net pen operations, including examples, decision criteria for determining whether an Environmental Assessment or Environmental Impact

Statement is more appropriate, and an outline of the necessary content. The deliverables may include some general SOPs or content templates for NEPA assessments for off-shore aquaculture and/or coordinate with NOAA's National Ocean Services (NOS) where NEPA assessments/elements dovetail with NOS development of tools for siting off-shore aquaculture operations. Work may also include contributing to an actual NEPA assessment, to the extent that process/document provides a template for future efforts.

Deliverables and Schedule: The WACOR will set up a kick-off call to discuss the initial priorities. For purposes of work plan development assume 400 hours for this task.

Task 4. Support Outreach Efforts on Aquaculture

- a. The EPA has made commitments in the National Science & Technology Committee, Subcommittee on Aquaculture (SCA) Regulatory Task Force Report to undertake outreach to aquaculture/concentrated aquatic animal production (CAAP) sectors to provide more information on how to work with their permitting authorities during permit reissuances and inspections and also the basic expectations for implementing permit requirements. This outreach would cover, generally, the range of permitted aquaculture operations, i.e., land based systems such as hatcheries that use tanks or flumes, and *in situ* systems such as ponds and net pens. This outreach may take the form of a video, separate sector-specific fact sheets, or other formats based on resources and input from the industry and State and Regional NPDES programs.
- b. The EPA has also committed, in the same report, to participate in outreach and education efforts on the environmental impacts of aquaculture sectors. This outreach effort is not specific to EPA programs and will be coordinated with other federal agencies that participate in the SCA. The EPA supported elements will focus on water quality. Specific formats will be determined in collaboration with the SCA and other federal agencies.

Deliverables and Schedule: Initial efforts for these outreach programs were initiated during the prior Option Period. Work on this project shall continue per prior technical direction and new technical direction by the WACOR, as appropriate. The contractor shall continue to work with EPA staff already involved in advising on the project. Specific schedules and deliverables may be modified as the project progresses. Partners on this effort will include EPA Regional aquaculture NPDES points of contact, NAA/industry representatives, and other federal or state agency representatives. Deliverables and schedules will be further refined with the WACOR as the project develops. For purposes of work plan development assume 700 hours for this task.

Task 5. Support Modeling and Monitoring Approaches for Offshore Aquaculture

The Contractor shall support the EPA in the development, refinement and implementation of modeling and monitoring approaches for offshore aquaculture. The EPA is currently working with the National Oceanic and Atmospheric Administration (NOAA) on the development of modeling approaches to support NPDES permitting of offshore aquaculture, in particular, water

quality, mixing zones and deposition. The EPA is collaborating with NOAA in a workgroup, workshops and development of modeling standards of practice and monitoring protocols. NOAA will lead the development of model(s) selection and modeling protocols, while EPA will lead the development of monitoring protocols. Proposed products of this work include modeling and monitoring guidance for permit writers and some guidance for net pen operators about information needed for water quality-related modeling. The contractor shall support development of these technical documents. Efforts may also include support for workshops, meetings and webinars.

Deliverables and Schedule: The WACOR will set up a kick-off call to discuss details and timelines. Unless otherwise specified through technical direction, deliverables will consist of initial and final drafts. Efforts will include working with NOAA and EPA modelers and EPA Regional permit writers. Technical expertise may include modeling, including modeling for permits, e.g., mixing zones, water quality monitoring, and technical document development. For purposes of work plan development assume 300 hours for this task.

Task 6. Support Development of EPA's 2021 Pesticide General Permit (PGP)

The Contractor shall support the EPA in preparing for the issuance of the 2021 PGP. The EPA plans to public notice the draft 2021 PGP by August 2020 and to issue the final 2021 PGP by April 2021. The contractor shall support EPA's 2021 draft PGP development, which may include, but is not limited to:

- a. Assisting with formatting and finalizing the permit, fact sheet and permit forms for issuance in April 2021;
- b. Participating in conference calls with the Services regarding the biological evaluation revision and consultation;
- c. Revising the biological evaluation to initiate formal Endangered Species Act (ESA) consultation in August;
- d. Assisting with updating the resources on the NPDES Pesticide Permitting website to support implementation of the 2021 PGP.

Deliverables and Schedule: This effort was initiated during the prior Option Period. Work on this project shall continue per prior technical direction and new technical direction by the WACOR, as appropriate. The contractor shall continue to work with EPA staff already involved in advising on the project. Specific schedules and deliverables may be modified as the project progresses. Unless otherwise specified through technical direction, deliverables will consist of initial drafts that are typically due within 3 weeks after receiving written technical direction from the WACOR and final versions (or revised drafts) due within 15 days of receipt of comments from the EPA. For purposes of work plan development assume 150 hours for this task.

Task 7. Support Clean Water Act Section 401 Rule-making Efforts

The contractor shall support the EPA's rule-making efforts to update the regulations for state and tribal water quality certifications of EPA actions. Tasks may include facilitating calls, economic analyses, compiling information, organizing comments received to the docket for response to comments, and other tasks related to rule-making.

Deliverables and Schedule: The WACOR will set up a kick-off call to discuss details and timelines of Section 401 rule-making, with initial emphasis on the schedule for this option period. For purposes of work plan development assume 320 hours for this task.

Task 8. Develop CAFO Nutrient Management Web-Based Training for Permit Writers

During the prior Option Period, the contractor began development of a web-based training module for permit writers on nutrient management planning (NMP) for CAFOs, e.g., required elements of an NMP; soil science; land application protocols; NMP terms and inclusion in the Permit; submission and basic review of an NMP. During this Option Period, the contractor shall refine and complete the module, including making it web ready. During this Option Period the module will undergo EPA reviews; the contractor shall incorporate changes to the module, as directed by the WACOR. During this Option Period the module will also be finalized for posting, i.e., be prepared for the appropriate web-based platform, ensure 508 compliance, etc. At this time, the EPA is transitioning many of its training materials to Fed Talent. As the module approaches completion, the EPA shall determine whether this module shall be posted on FedTalent or on the EPA website. The contractor shall ensure that the module meets the relevant necessary standards, as appropriate.

Deliverables and Schedule: Work on this project shall continue per prior technical direction and new technical direction by the WACOR, as appropriate. The contractor shall continue to work with EPA staff already involved in advising on the project. Specific schedules and deliverables may be modified as the project progresses. For purposes of work plan development assume 260 hours for this task.

Task 9. Support Animal Ag Partnership Projects and Events

Under this task the contractor shall provide logistical support for The Animal Ag Discussion Group (AADG) and other ag partnerships. AADG is an informal group of animal agriculture stakeholders including representatives from the U.S. Department of Agriculture (USDA), all sectors of the animal feeding industry and their associations, academia, and states. The group convenes via meetings and calls, as well as on farms and at agricultural events around the country, to keep lines of communication open and develop a shared understanding of how to achieve viable agriculture and clean water.

The contractor shall support efforts to organize an annual in-person or remote-connection AADG meeting, and provide assistance on additional meetings where necessary. The contractor may also assist EPA Regional Coordinators in convening Regional partnership forums, as web-based or small in-person meetings. The contractor may: provide support for written or electronic materials such as meeting agendas, summaries, or outreach pieces; organize meeting venues or web conferencing; and other related tasks as communicated through technical direction by the WACOR. Should specific projects be identified by the group, the contractor may support certain aspects of developing or implementing tasks associated with those projects. Other ag partners and partnerships that may fall under this task include ACWA, States and Tribes, nutrient technology partners such as the Water Research Foundation, and ag industry groups.

Deliverables and Schedule: Deliverables and schedules will be specified via technical direction and schedules developed with the contractor on a case-by-case basis. For purposes of work plan development assume 80 hours for this task.

Task 10. Support Implementation/Follow-up on Supreme Court Decision Regarding Direct Hydrologic Connections

On November 6, 2019 the U.S. Supreme Court heard arguments on *County of Maui, Hawaii v. Hawaii Wildlife Fund, et al* (18-260). The Agency is currently awaiting a decision on that case. The NPDES program may need to undertake follow-up actions as a result of that decision. Possible contractor tasks include: technical analyses of permitted facilities affected by the decision, compilation of technical documents to support any guidance or interpretation developed by the program. Should the decision lead to EPA rule-making, contractor support for the EPA's rule-making efforts is likely needed. Tasks may include facilitating calls, economic analyses, compiling information, organizing comments received to the docket for response to comments, and other tasks related to rule-making.

Deliverables and Schedule: The WACOR will set up a kick-off call to discuss details and timelines. Deliverables and schedules will be specified via technical direction and schedules developed with the contractor. For purposes of work plan development assume 200 hours for this task.

Quality Assurance Statement: Some of the tasks in this work assignment are being carried forward from the WA 3-17, and are already included in the project QAPP, as applicable. New projects may include the analysis of existing data, but do not involve the generation of new data. Therefore, some simple QAPP elements will be required.

EPA requires that all environmental data used in decision making be supported by an approved Quality Assurance Project Plan (QAPP). The contractor shall submit the QAPP within 15 days of the submittal of the work plan, or agreement between the WACOR and contractor on the relevant Task strategy, as relevant.

Other Requirements:

Reporting

Reports shall be submitted in accordance with the reporting requirements of the contract. In addition, the contractor shall maintain bi-weekly telephone contact with the EPA work assignment manager (WACOR) to provide updates on progress and problems. All documents shall be delivered in the word processing format compatible with EPA, HTML, and/or PDF format, as requested by the WACOR. The contractor shall notify the WACOR and the Contracting Officer immediately when expenditures of 75% and 90% of the work assignment LOE or funding (including pipeline costs) are reached.

The contractor shall be prepared to submit for inspection copies of all work in progress any time as requested by the WACOR. The contractor shall not release information or comments on works performed under this work assignment without the WACOR's prior written authorization. Wherever practicable, all written materials submitted to EPA must be doubled-sided and on recycled paper. All computer disks submitted to the WACOR shall be scanned for, and identified as free from viruses.

The contractor shall submit drafts and final products in hard copy as well as on CD in a format compatible with Water Permits Division hardware.

Travel

All non-local travel shall be authorized in advance by the EPA CL-COR and shall be in accordance with the contract. Travel for any single task should not exceed \$1,000 unless trip has been pre-approved.

Information Collection

All collection of information and data shall be in accordance with the Office of Water Quality Management Plan and OMB requirements under the Paperwork Reduction Act.

Conference/Meeting Guidelines and Limitations

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 4-17				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2021 Base Option Period Number 4			Title of Work Assignment/SF Site Name Support NPDES				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 07/01/2020 To 06/30/2021				
Comments:										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO (Max 2) <input type="checkbox"/>										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE: 2,790						
07/01/2016 To 06/30/2021										
This Action:				-1,540						
Total:				1,250						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name Jennifer Molloy							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-564-1939			
							FAX Number:			
Project Officer Name Tangela Cooper							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-566-0369			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name Camille W. Davis							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 513-487-2095			
							FAX Number: 513-487-2115			

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 4-17
Amendment #1**

Title: Support National Pollutant Discharge Elimination System (NPDES) Areas: Aquaculture, Pesticide General Permit, Clean Water Act (CWA) §401, Animal Agriculture and Direct Hydrologic Connections

Work Assignment Contracting Officer's Representative (WACOR)

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Alternative Work Assignment Contracting Officer's Representative

Chelsea Durant (4203M)
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Period of Performance: July 1, 2020 through June 30, 2021

Estimated Level of Effort (LOE): 4040 hours (adding 1250 hours with Amendment #1)

Background Information: This work assignment covers five separate NPDES program areas plus administrative tasks.

Administration. This includes project management tasks. (Task 1)

Aquaculture. Within the general area of aquaculture, the NPDES program issues permits for a variety of systems that culture or husband marine and freshwater animals, and occasionally plants. The Water Permits Division (WPD) participates in the efforts of the National Science and Technology Committee, Subcommittee on Aquaculture and other federal interagency work groups. (Tasks 2-5, 12)

Pesticide General Permit. The NPDES permitting program regulates discharges from pesticide applications consistent with section 402 of the Clean Water Act (CWA). Point source discharges of biological pesticides and chemical pesticides that leave a residue into waters of the U.S. are required to comply with NPDES requirements. The Environmental Protection Agency (EPA) and the states issue Pesticide General Permits (PGPs) to offer coverage for pesticide operators. EPA's 2016 PGP is effective through midnight October 31, 2021. WPD is currently developing the 2021 PGP. The EPA plans to public notice the draft 2021 PGP by August 2020 and to issue the final 2021 PGP by April 2021. (Task 6)

Clean Water Act Section 401. Under Section 401 of the Clean Water Act, a federal agency may not issue a permit or license to conduct any activity that may result in any discharge into waters of the United States unless a state or authorized tribe where the discharge would originate issues a Section 401 water quality certification verifying compliance with existing water quality requirements, or waives the certification requirement. The EPA anticipates rule-making activities during this option period to update the regulations on water quality certification. (Task 7)

Animal Agriculture. The NPDES Concentrated Animal Feeding Operation (CAFO) program currently implements measures to prevent and abate pollutant discharges from animal agriculture activities. The Environmental Protection Agency (EPA) continues to support State and EPA permitting programs, exploring solid science and technology-based options for more effective management of manure and other Animal Feeding Operation (AFO) pollutants, and harnessing partnerships to improve awareness and encourage voluntary adoption of more effective water quality measures. (Tasks 8-9, 13)

Direct Hydrologic Connections. On April 12, 2019 the EPA issued an Interpretive Statement *Application of the Clean Water Act National Pollutant Discharge Elimination System Program to Releases of Pollutants from a Point Source to Groundwater*. On November 6, 2019 the U.S. Supreme Court heard arguments on *County of Maui, Hawaii v. Hawaii Wildlife Fund, et al* (18-260). The Agency is currently awaiting a decision on that case. It is likely that the NPDES program will need to undertake follow-up actions as a result of that decision. (Task 10)

Criminal Intent Standard. EPA is undertaking rule-making to clarify that State or Tribal programs approved pursuant to Clean Water Act (CWA) Sections 402 and 404 are not required to include the same criminal intent standard that is applicable to EPA under Section 309 of the CWA. (Task 11)

Scope of Work: The administrative and technical tasks provided by the contractor under this work assignment shall support EPA's implementation of all areas noted above. The contractor will not be involved in Agency policy- or decision-making. More specific details concerning the tasks outlined below shall be provided to the contractor through written technical directives from the WACOR in accordance with the technical direction clause of the contract. Based on evolving program priorities, LOE among tasks in this work assignment may be reallocated during the Option Period, in consultation with the contractor.

Task 1. Project Management

The contractor shall provide the necessary oversight, management and cost controls to implement the tasks in this work assignment, including the development of monthly invoices with the necessary break-downs to track costs per task. The contractor shall have calls approximately bi-monthly with the WACOR in order to discuss ongoing and planned work, or as needed. The contractor shall update the Quality Assurance Program Plan (QAPP) developed in the Base Period, WA 0-17 to incorporate new and revised tasks.

Deliverables and Schedule: Regular and ongoing communication. Monthly invoices. Updated QAPP. Other possible administrative tasks as outlined in the contract and those mutually agreed upon by WACOR and contractor.

Task 2. Support Development of NPDES Aquaculture Permits issued by EPA

Preventing and eliminating EPA permit backlogs is a high priority for EPA, and there are elements of certain new issuance and reissuance processes where contractor assistance will expedite finalization of selected permits. Tasks will be permit-specific and will be identified as EPA Regions identify permits for which they need assistance. Permits that fall into this category include the following:

- a. EPA develops NPDES permits for off-shore aquaculture net pen/cage operations in federal waters. This process involves coordinated NEPA assessments with the Corps of Engineers and National Marine Fisheries Service, development of appropriate permit provisions per CWA §§ 402 and 403, fact sheet language, an administrative record, a biological evaluation per the Endangered Species Act, response to comments, and public hearings. In the Gulf of Mexico, this also involves coordination with other federal agencies per the 2017 *MOU for Permitting Offshore Aquaculture Activities in Federal Waters of the Gulf of Mexico*. EPA Regions 1, 4 and 9 are currently in the pre-application stage or permit development stage for individual permits for net pen systems. EPA Region 10 is currently in the permit development stage for a general permit for net pen systems. Under this task the contractor shall provide targeted support to these permitting processes, for relevant tasks as determined by the Regional permit writers and communicated by the EPA WACOR.
- b. EPA develops NPDES permits for fish hatcheries and other aquaculture operations on tribal lands, for federal facilities and in unauthorized states. This process includes reasonable potential analysis, Water Quality Based Effluent Limit (WQBEL) development and other standard NPDES elements (see tasks listed in *a*). Under this task the contractor shall provide targeted support to these permitting processes, for relevant tasks as determined by the Regional permit writers and communicated by the EPA WACOR.

The contractor may also support efforts to compile and synthesize information on specific issues related to permitting, e.g., permitting frameworks for investigational new animal drugs (INADs) or program utilization of the case-by-case designation of concentrated aquatic animal production facilities.

Deliverables and Schedule: As permitting actions and issues are identified, the WACOR will set up kick-off call(s) with the relevant Regional permitting staff. Specific tasks will be identified at that time. For purposes of work plan development assume 280 hours for this task.

Task 3. Support NEPA Assessment Protocols for Off-Shore Aquaculture

EPA develops NPDES permits for off-shore aquaculture operations in federal waters. This

process involves coordinated National Environmental Policy Act (NEPA) assessments with the Corps of Engineers (as a coordinating agency) and National Marine Fisheries Service. To date there are several proposed and/or pending net pen/cage systems proposed for off-shore (federal) waters that will require NEPA assessments. During the prior Option Period the contractor developed a white paper on elements of a NEPA assessment for marine net pen operations. During this Option Period the contractor shall provide support to EPA (in conjunction with other federal agencies, in the case of coordinated NEPA processes) to develop protocols for NEPA assessments for marine net pen operations, including examples, decision criteria for determining whether an Environmental Assessment or Environmental Impact Statement is more appropriate, and an outline of the necessary content. The deliverables may include some general SOPs or content templates for NEPA assessments for off-shore aquaculture and/or coordinate with NOAA's National Ocean Services (NOS) where NEPA assessments/elements dovetail with NOS development of tools for siting off-shore aquaculture operations. Work may also include contributing to an actual NEPA assessment, to the extent that process/document provides a template for future efforts.

Deliverables and Schedule: The WACOR will set up a kick-off call to discuss the initial priorities. For purposes of work plan development assume 400 hours for this task.

Task 4. Support Outreach Efforts on Aquaculture

- a. The EPA has made commitments in the National Science & Technology Committee, Subcommittee on Aquaculture (SCA) Regulatory Task Force Report to undertake outreach to aquaculture/concentrated aquatic animal production (CAAP) sectors to provide more information on how to work with their permitting authorities during permit reissuances and inspections and also the basic expectations for implementing permit requirements. This outreach would cover, generally, the range of permitted aquaculture operations, i.e., land based systems such as hatcheries that use tanks or flumes, and *in situ* systems such as ponds and net pens. This outreach may take the form of a video, separate sector-specific fact sheets, or other formats based on resources and input from the industry and State and Regional NPDES programs.
- b. The EPA has also committed, in the same report, to participate in outreach and education efforts on the environmental impacts of aquaculture sectors. This outreach effort is not specific to EPA programs and will be coordinated with other federal agencies that participate in the SCA. The EPA supported elements will focus on water quality. Specific formats will be determined in collaboration with the SCA and other federal agencies.

Deliverables and Schedule: Initial efforts for these outreach programs were initiated during the prior Option Period. Work on this project shall continue per prior technical direction and new technical direction by the WACOR, as appropriate. The contractor shall continue to work with EPA staff already involved in advising on the project. Specific schedules and deliverables may be modified as the project progresses. Partners on this effort will include EPA Regional aquaculture NPDES points of contact, NAA/industry representatives, and other federal or state agency

representatives. Deliverables and schedules will be further refined with the WACOR as the project develops. For purposes of work plan development assume 700 hours for this task.

Task 5. Support Modeling and Monitoring Approaches for Offshore Aquaculture

The Contractor shall support the EPA in the development, refinement and implementation of modeling and monitoring approaches for offshore aquaculture. The EPA is currently working with the National Oceanic and Atmospheric Administration (NOAA) on the development of modeling approaches to support NPDES permitting of offshore aquaculture, in particular, water quality, mixing zones and deposition. The EPA is collaborating with NOAA in a workgroup, workshops and development of modeling standards of practice and monitoring protocols. NOAA will lead the development of model(s) selection and modeling protocols, while EPA will lead the development of monitoring protocols. Proposed products of this work include modeling and monitoring guidance for permit writers and some guidance for net pen operators about information needed for water quality-related modeling. The contractor shall support development of these technical documents. Efforts may also include support for workshops, meetings and webinars.

Deliverables and Schedule: The WACOR will set up a kick-off call to discuss details and timelines. Unless otherwise specified through technical direction, deliverables will consist of initial and final drafts. Efforts will include working with NOAA and EPA modelers and EPA Regional permit writers. Technical expertise may include modeling, including modeling for permits, e.g., mixing zones, water quality monitoring, and technical document development. For purposes of work plan development assume 300 hours for this task.

Task 6. Support Development of EPA's 2021 Pesticide General Permit (PGP)

The Contractor shall support the EPA in preparing for the issuance of the 2021 PGP. The EPA plans to public notice the draft 2021 PGP by August 2020 and to issue the final 2021 PGP by April 2021. The contractor shall support EPA's 2021 draft PGP development, which may include, but is not limited to:

- a. Assisting with formatting and finalizing the permit, fact sheet and permit forms for issuance in April 2021;
- b. Participating in conference calls with the Services regarding the biological evaluation revision and consultation;
- c. Revising the biological evaluation to initiate formal Endangered Species Act (ESA) consultation in August;
- d. Assisting with updating the resources on the NPDES Pesticide Permitting website to support implementation of the 2021 PGP.

Deliverables and Schedule: This effort was initiated during the prior Option Period. Work on this project shall continue per prior technical direction and new technical direction by the

WACOR, as appropriate. The contractor shall continue to work with EPA staff already involved in advising on the project. Specific schedules and deliverables may be modified as the project progresses. Unless otherwise specified through technical direction, deliverables will consist of initial drafts that are typically due within 3 weeks after receiving written technical direction from the WACOR and final versions (or revised drafts) due within 15 days of receipt of comments from the EPA. For purposes of work plan development assume 150 hours for this task.

Task 7. Support Clean Water Act Section 401 Rule-making Efforts

The contractor shall support the EPA's rule-making efforts to update the regulations for state and tribal water quality certifications of EPA actions. Tasks may include facilitating calls, economic analyses, compiling information, organizing comments received to the docket for response to comments, and other tasks related to rule-making.

Deliverables and Schedule: The WACOR will set up a kick-off call to discuss details and timelines of Section 401 rule-making, with initial emphasis on the schedule for this option period. For purposes of work plan development assume 320 hours for this task.

Task 8. Develop CAFO Nutrient Management Web-Based Training for Permit Writers

During the prior Option Period, the contractor began development of a web-based training module for permit writers on nutrient management planning (NMP) for CAFOs, e.g., required elements of an NMP; soil science; land application protocols; NMP terms and inclusion in the Permit; submission and basic review of an NMP. During this Option Period, the contractor shall refine and complete the module, including making it web ready. During this Option Period the module will undergo EPA reviews; the contractor shall incorporate changes to the module, as directed by the WACOR. During this Option Period the module will also be finalized for posting, i.e., be prepared for the appropriate web-based platform, ensure 508 compliance, etc. At this time, the EPA is transitioning many of its training materials to Fed Talent. As the module approaches completion, the EPA shall determine whether this module shall be posted on FedTalent or on the EPA website. The contractor shall ensure that the module meets the relevant necessary standards, as appropriate.

Deliverables and Schedule: Work on this project shall continue per prior technical direction and new technical direction by the WACOR, as appropriate. The contractor shall continue to work with EPA staff already involved in advising on the project. Specific schedules and deliverables may be modified as the project progresses. For purposes of work plan development assume 660 hours for this task. (adding 400 hours with Amendment #1)

Task 9. Support Animal Ag Partnership Projects and Events

Under this task the contractor shall provide logistical support for The Animal Ag Discussion

Group (AADG) and other ag partnerships, such as co-regulator relationships with state CAFO programs. AADG is an informal group of animal agriculture stakeholders including representatives from the U.S. Department of Agriculture (USDA), all sectors of the animal feeding industry and their associations, academia, and states. The group convenes via meetings and calls, as well as on farms and at agricultural events around the country, to keep lines of communication open and develop a shared understanding of how to achieve viable agriculture and clean water.

The contractor shall support efforts to organize an annual in-person or remote-connection AADG meeting, and provide assistance on additional meetings where necessary. The contractor may also assist EPA Regional Coordinators in convening Regional partnership forums, as web-based or small in-person meetings. The contractor may: provide support for written or electronic materials such as meeting agendas, summaries, or outreach pieces; organize meeting venues or web conferencing; support adaptation and customization of guidance materials for state programs; and other related tasks as communicated through technical direction by the WACOR. Should specific projects be identified by the group, the contractor may support certain aspects of developing or implementing tasks associated with those projects. Other ag partners and partnerships that may fall under this task include ACWA, States and Tribes, nutrient technology partners such as the Water Research Foundation, and ag industry groups.

Deliverables and Schedule: Deliverables and schedules will be specified via technical direction and schedules developed with the contractor on a case-by-case basis. For purposes of work plan development assume 80 hours for this task.

Task 10. Support Implementation/Follow-up on Supreme Court Decision Regarding Direct Hydrologic Connections

On November 6, 2019 the U.S. Supreme Court heard arguments on *County of Maui, Hawaii v. Hawaii Wildlife Fund, et al* (18-260). The Agency is currently awaiting a decision on that case. The NPDES program may need to undertake follow-up actions as a result of that decision. Possible contractor tasks include: technical analyses of permitted facilities affected by the decision, compilation of technical documents to support any guidance or interpretation developed by the program. Should the decision lead to EPA rule-making, contractor support for the EPA's rule-making efforts is likely needed. Tasks may include facilitating calls, economic analyses, compiling information, organizing comments received to the docket for response to comments, and other tasks related to rule-making.

Deliverables and Schedule: The WACOR will set up a kick-off call to discuss details and timelines. Deliverables and schedules will be specified via technical direction and schedules developed with the contractor. For purposes of work plan development assume 200 hours for this task.

Task 11. Support Response to Comments and other Tasks Associated with Criminal Intent Standard Rulemaking

During the fall and winter of 2020 EPA is undertaking rulemaking to modify the criminal intent standard. The contractor will support efforts related to that effort. Tasks may include facilitating calls, economic analyses, compiling information, organizing comments received to the docket for response to comments, and other tasks related to rule-making. In particular, EPA anticipates that the contractor will support response to comments efforts, including managing comments received through the docket, sorting the comments for the purpose of developing efficient responses and assisting EPA with development and finalization of a response to comments document.

Deliverables and Schedule: The WACOR will set up a kick-off call to discuss details and timelines. Deliverables and schedules will be specified via technical direction and schedules developed with the contractor. For purposes of work plan development assume 400 hours for this task.

Task 12. Support Development and Implementation of Executive Order 13921

In May 2020 Executive Order (EO) 13921, *Promoting American Seafood Competitiveness and Economic Growth*, was signed. Sections 6, 7 and 8 of the EO specify tasks for which EPA has either direct or indirect responsibilities. In the course of working with other federal agencies to implement the overall objectives of the EO as well as some of the specific details EPA anticipates that there will be short-term as well as long-term undertakings. Possible contractor efforts may include: compiling information on sustainable aquaculture, such as nutrient and carbon balances (sources and sinks), and how permit provisions might be developed to support net neutral operations; supporting efforts to identify how sustainability might be enhanced in communities supporting aquaculture, e.g., ports, seafood processing; compiling information on how research opportunities might align with development of Aquaculture Opportunity Areas; assistance with drafting general permit language to incorporate any of the concepts above; supporting the National Oceanic and Atmospheric Administration (NOAA) with development and refinement of a federal guide to aquaculture permitting and operations; other tasks related to implementation of the EO as identified by the WACOR.

Deliverables and Schedule: Deliverables and schedules will be specified via technical direction and schedules developed with the contractor on a case-by-case basis. For purposes of work plan development assume 200 hours for this task.

Task 13. Support Development and Issuance of a CAFO Permit(s) in Idaho

The contractor will work with EPA Region 10 to review Notices of Intent (NOIs) and NMPs submitted for the NPDES general permit and, if necessary, develop an individual permit for a dairy CAFO in Idaho that may not be eligible for coverage under the 2020 CAFO general permit for the state of Idaho. For reviews under the general permit, the contractor shall review NOIs for completeness and communicate any inadequacies to the Regional contact. For development of an individual permit, the contractor shall work with the Regional contact to develop

conditions, using the general permit as a baseline, but customizing specific conditions for the operation. This may include development of water quality based effluent limits, monitoring requirements, or other provisions. The contractor will also participate in development of other associated documents such as the fact sheet and response to comments. The contractor may also coordinate with other necessary offices and agencies, at the direction of the WACOR and in consultation with the Regional contact.

Deliverables and Schedule: Deliverables and schedules will be specified via technical direction and schedules developed with the contractor on a case-by-case basis. For purposes of work plan development assume 250 hours for this task.

Quality Assurance Statement: Some of the tasks in this work assignment are being carried forward from the WA 3-17, and are already included in the project QAPP, as applicable. New projects may include the analysis of existing data, but do not involve the generation of new data. Therefore, some simple QAPP elements will be required.

EPA requires that all environmental data used in decision making be supported by an approved Quality Assurance Project Plan (QAPP). The contractor shall submit the QAPP within 15 days of the submittal of the work plan, or agreement between the WACOR and contractor on the relevant Task strategy, as relevant.

Other Requirements:

Reporting

Reports shall be submitted in accordance with the reporting requirements of the contract. In addition, the contractor shall maintain bi-weekly telephone contact with the EPA work assignment manager (WACOR) to provide updates on progress and problems. All documents shall be delivered in the word processing format compatible with EPA, HTML, and/or PDF format, as requested by the WACOR. The contractor shall notify the WACOR and the Contracting Officer immediately when expenditures of 75% and 90% of the work assignment LOE or funding (including pipeline costs) are reached.

The contractor shall be prepared to submit for inspection copies of all work in progress any time as requested by the WACOR. The contractor shall not release information or comments on works performed under this work assignment without the WACOR's prior written authorization. Wherever practicable, all written materials submitted to EPA must be doubled-sided and on recycled paper. All computer disks submitted to the WACOR shall be scanned for, and identified as free from viruses.

The contractor shall submit drafts and final products in hard copy as well as on CD in a format compatible with Water Permits Division hardware.

Travel

All non-local travel shall be authorized in advance by the EPA CL-COR and shall be in accordance with the contract. Travel for any single task should not exceed \$1,000 unless trip has been pre-approved.

Information Collection

All collection of information and data shall be in accordance with the Office of Water Quality Management Plan and OMB requirements under the Paperwork Reduction Act.

Conference/Meeting Guidelines and Limitations

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR will then prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 4-18				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-16-003			Contract Period 07/01/2016 To 06/30/2021 Base Option Period Number 4			Title of Work Assignment/SF Site Name Integrated Planning				
Contractor EASTERN RESEARCH GROUP, INC.					Specify Section and paragraph of Contract SOW See PWS					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 07/01/2020 To 06/30/2021				
Comments: Work shall not start and cost cannot incur until July 1, 2020. On July 1, 2020, and in accordance with clause B.2 of the contract, immediate start is hereby approved for this work assignment. If the work plan is not approved within 30 calendar days after receipt of the work plan, the contractor shall stop work.										
<input type="checkbox"/> Superfund						Accounting and Appropriations Data				<input checked="" type="checkbox"/> Non-Superfund
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
07/01/2016 To 06/30/2021										
This Action:						5,725				
Total:						5,725				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name Robyn DeYoung <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-343-9080 FAX Number:				
Project Officer Name Tangela Cooper <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-566-0369 FAX Number:				
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: FAX Number:				
Contracting Official Name Camille W. Davis <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2095 FAX Number: 513-487-2115				

**PERFORMANCE WORK STATEMENT
CONTRACT EP-C-16-003
WORK ASSIGNMENT 4-18**

TITLE: Support Integrated Planning

WORK ASSIGNMENT CONTRACTING OFFICER'S REPRESENTATIVE (WACOR):

Robyn DeYoung
Municipal Branch (MC: 4203M)
Water Permits Division
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1200 Pennsylvania Avenue, NW
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**ALTERNATE WORK ASSIGNMENT CONTRACTING OFFICER'S
REPRESENTATIVE (AWACOR):**

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PERIOD OF PERFORMANCE: July 1, 2020 through June 30, 2021

ESTIMATED LEVEL OF EFFORT: The estimated level of effort (LOE) for this work assignment is 5725 hours.

OBJECTIVES: This Work Assignment provides support to the integrated planning program for the Water Permits Division (WPD). It includes developing a Report to Congress, maintaining an inventory of integrated plans and providing technical assistance to enhance integrated planning resources, training and educational materials as well as directly supporting states, localities or other relevant entities pursuing integrated planning. For this option period these tasks are broken out from work assignment 4-11 to only focus on integrated planning specific tasks.

SCOPE OF WORK

TASK 1 – Integrated Planning Technical Assistance

During this period of performance, EPA will provide technical assistance to states, communities, and/or EPA permit writers to advance the use of integrated planning in the context of Clean Water Act permitting.

EPA has provided community based technical assistance to several communities to support aspects of integrated planning for wastewater and stormwater management. Draft reports summarizing the results of the technical assistance projects have been developed.

Under this task, the contractor shall assist EPA in developing materials and tools for stakeholders, for EPA outreach efforts, and for EPA's Integrated Planning webpage. All materials that will be posted to EPA's webpage must be made 508 compliant prior to final delivery to EPA. The contractor shall also assist with development of presentation materials about integrated planning, EPA's publications and tools to-date and any new information that EPA generates during this period of performance. The contractor may support EPA's integrated planning efforts by collecting and summarizing policy and permitting data, revising work products previously developed by EPA or its contractors, and developing outreach materials as needed. The contractor may also support local in-person meetings under this task.

During this period of performance EPA anticipates contractor support on integrated planning technical assistance to municipalities and states. This will include continuing efforts that began under the technical assistance task in work assignment 3-11. Past work included the Integrated Planning Guide for Municipalities and the Integrated Plan Review Checklists. This will also include supporting technical analyses that support municipalities and permitting authorities in evaluating the water quality benefits of projects and associated planning and/or scheduling. It could also include developing or writing an integrated plan for a municipality. In addition, this will consist of training to external parties (web-based and/or in-person) and creating training materials, tools, and related outreach and educational materials.

For the purposes of developing the cost estimate for this task, the contractor may assume this technical assistance will consist of the following:

- Completing and revising the integrated planning guide for municipalities (assuming 4 rounds of EPA comments)
- Completing and revising the integrated plan review checklists (assuming 3 rounds of EPA comments)
- 800 hours of work supporting water quality-related analyses and associated planning/documentation for one or more municipality
- Providing three in-person one day training workshops
- Developing and recording online trainings, one targeting stakeholders new to integrated planning, and a series of four in-depth trainings about tools and resources that support integrated planning and plan reviews (the above-mentioned guide for municipalities, the

above-mentioned checklists for permitting authorities, EPA's financial capability assessment resources, and stakeholder engagement strategies and tools).

- Planning and facilitating a two-day stakeholder summit on integrated planning.

For planning purposes EPA assumed 3750 hours of support for this task.

DELIVERABLES:

The contractor shall deliver draft materials within 15 days of receiving technical direction from EPA and revised materials within 5 days of receiving comments from EPA. Other deliverable schedules will be established through written technical direction.

TASK 2 – Integrated Planning Inventory and Report to Congress

The Water Infrastructure and Improvement Act (WIIA) requires that EPA prepare a Report to Congress on Integrated Planning. This task continues work that began under work assignments 2-11 and 3-11, including support for the data compilation and analysis required to develop the report, as well as the drafting of the Report to Congress. WIIA describes the Report to Congress as “a report on each integrated plan developed and implemented through a permit, order, or judicial consent decree pursuant to the Federal Water Pollution Control Act since the date of publication of the “Integrated Municipal Stormwater and Wastewater Planning Approach Framework” issued by the Environmental Protection Agency and dated June 5, 2012, including a description of the control measures, levels of control, estimated costs, and compliance schedules for the requirements implemented through such an integrated plan.”

The contractor shall maintain an inventory of Integrated Plans tracking the key information identified in the Act, as well as other data identified by EPA. The Report will rely on this inventory and provide summary level information that is responsive to the requirements that are outlined. The Integrated Planning Inventory was started under WA 2-11 of contract EP-C-16-003, and the draft Report was started under WA 3-11, EPA expects the contractor to build on that inventory and draft report to continue work on the Report to Congress under this task.

For planning purposes, EPA assumed approximately 1660 hours for this task.

DELIVERABLES:

The contractor shall revise the Report within 15 days of receiving comments from EPA. The contractor can assume four rounds of revisions on the Report to Congress during the POP.

The contractor shall revise the Integrated Planning Inventory, associated summary tables and maintain updated reports and supporting documents on a sharepoint site within 15 days of receiving direction from EPA.

TASK 3 – General Support for Integrated Planning

Following written technical direction from the WACOR, the contractor shall, from available data or data provided by EPA, assemble information, create and/or modify documents, and perform analyses, including modeling related to integrated planning or stormwater planning. The contractor may support EPA in preparing or gathering data for presentations at conferences, summarizing data to brief management, revising work products previously developed by EPA or its contractors, developing questions and answers or FAQs for publication on EPA's website, attending meetings, or preparing materials and participating in meetings, conferences, and workshops to support EPA's policy, permitting, and regulation development effort. The contractor may also produce materials such as reports, brochures, or other presentation materials. Some items (e.g., short documents and/or research efforts) may be required with quick turnaround times of 1-5 days.

For planning purposes, EPA assumed 200 hours for this task consisting of 20 quick turnaround items requiring approximately 10 hours of technical support for each turnaround.

DELIVERABLES:

Deliverable schedules will be established through written technical direction.

Quality Assurance Statement

EPA requires that activities involve the collection, generation, evaluation, analysis or use of environmental data must be supported by an approved Quality Assurance Project Plan (QAPP) in place prior to the commencement of the work. A QAPP is not required for this work assignment.

OTHER REQUIREMENTS:

Travel:

Travel to EPA HQ, selected EPA regional offices, state agencies and selected municipalities shall be necessary. The travel shall be in accordance with FAR and EPAAR and non-local travel shall be approved by the PO prior to travel.

For planning purposes, the contractor can assume four in person meetings at EPA HQ during this period of performance.

Technical Directions:

WACOR and Alternate WACOR will be providing technical directions as needed. Contractor shall be obligated only to the technical directions provided by the WACORs.

Section 508 Requirements:

In 1998, Congress amended the Rehabilitation Act of 1973 to require Federal agencies to make their electronic and information technology (EIT) accessible to people with disabilities. The law (29 U.S.C. § 794 (d)) applies to all Federal agencies when they develop, procure, maintain, or use electronic and information technology. Under Section 508, agencies must give disabled employees and members of the public access to information that is comparable to access

available to others. Contractor deliverables that are prepared for EPA's website shall be 508 compliant.

Conference/Meeting Guidelines and Limitations:

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The WACOR shall then prepare approval internal paperwork for the event and shall advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Special Instruction:

The contractor shall follow the Federal Green Policy whenever it is applicable.